

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> MANAGER LIBRARY TECHNICAL SERVICES		<b>Date:</b> Sept 16, 1998
<b>Position Level:</b> 10	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 10-24

### GENERAL DESCRIPTION

Primary function is to supervise the operation of the Library's Technical Services Department including the acquiring, cataloging and processing of all library material for the branches of the Library System.

### KEY RESPONSIBILITIES

1. Responsible and accountable for work performed in all areas of the Technical Services Department.\*
2. Control the acquisitions process, including rate of expenditure and receipt of materials.\*
3. Responsible for the original cataloging and classification of library monographs and audio/visual materials.
4. Train, supervise and evaluate the Technical Services staff.\*
5. Participate in collection development by selecting and withdrawing library materials.
6. Maintain card catalog and shelf list.
7. Verify invoices for payment based on control records.\*
8. Develop and maintain files and indexes for acquiring, cataloging and processing library materials.
9. Prepare monthly and annual statistical reports, request new equipment and supplies, prepare annual budget.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> MANAGER, LIBRARY TECHNICAL SVCS	<b>Class Code:</b> 10-24	<b>Position Level:</b> 10
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Master's Degree required. Major(s) required: Library Science.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May require evenings and Saturdays.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_